

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duty of which is the direction of the activities of all districts chiefs of the fire department for an assigned shift. Assistant fire chiefs are responsible for planning for and organizing personnel on their assigned shift, including determining the distribution of operating units. They set goals and objectives for their assigned units. In addition, employees of this class are responsible for the effective handling of emergency situations until relieved of command by a superior officer. Assistant fire chiefs normally function with a high degree of independence and work is reviewed by the deputy fire chief through conferences, analysis of reports, and observation of results obtained. This class ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all district fire department operations on an assigned shift. Sets goals and objectives for the assigned division. Determines how the division should be organized, including number of operating units and the distribution of such units. Plans and organizes department operation having to do with personnel on the assigned shift. Keeps informed on modern fire fighting methods and administrative practices. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Inspects appearance of assigned equipment and subordinate personnel. Assigns work schedules and work or duty areas. Approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Recommends disciplinary action to the appointing authority.

Supervises subordinate employees at the scene of an emergency. Performs size-up to determine the nature and extent of fire, condition of the building, danger to adjacent buildings, sources of water supply. Directs emergency scene operations including rescue, forcible entry, ventilation, nozzle and hose handling,

protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems and water supplies, and salvage and overhaul. Takes part in fire attack. Takes charge of all safety procedures. Participates in the handling of emergencies involving hazardous materials. Maintains fireground communications.

Arranges for repairs and maintenance of all department facilities, equipment or operating systems.

Compiles and organizes data needed for reports and writes reports.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of District Fire Chief.

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